

# DEVELOPMENT REVIEW CHECKLIST

## WAIVER & VARIANCE APPLICATION REQUIREMENTS

**PLEASE REVIEW WAIVER OR VARIANCE CRITERIA (Figure 4-2) IN THE WLUD REGULATIONS PRIOR TO DEVELOPING AN APPLICATION PER THE REQUIREMENTS BELOW**

**Instructions:**

1. Staff highly suggests applicants schedule a pre-application meeting to review application materials.
2. Please review applicable **Westford Land Use & Development Regulations** prior to application development - <https://westfordvt.us/documents/planning-zoning/>.
3. Place a "✓" in the "Applicant" box below to confirm required documentation has been submitted with your application.
4. Write "NA" if a requirement is not applicable to your proposal and/or "NP" if a particular natural resource is not present on the parcel.
5. Applicants must submit a **complete application** with all required forms, fees and documentation prior to processing a permit and/or setting a hearing date.
6. If an application is incomplete, a copy of the **checklist highlighting deficiencies** shall be sent to the applicant.

	APPLICATION REQUIREMENTS	APPLICANT	STAFF
a	<b>Copies</b> (2) full to scale copies of surveys/ plans, (15) 11" by 17" copies of surveys/plans & (15) copies of other all documents		
b	<b>Application Fee</b>		
c	<b>Completed Application Form &amp; Checklist</b>		
d	<b>Narrative of Existing &amp; Proposed Use</b>		
e	<b>Written Request of Waivers/Variances</b>		
f	<b>Statement explaining how the proposal conforms to applicable Zoning &amp; Overlay District Standards &amp; Requirements</b>		
g	<b>Statement explaining how the Waiver Request conforms to Figure 4-1, if applicable</b>		
h	<b>Statement/Narrative explaining how the Waiver/Variance Request conforms to the Waiver &amp; Variance Criteria in Figure 4-2</b>		
i	<b>Site Plan(s) Prepared by Licensed Site Technician, Registered Civil Engineer, Land Surveyor, Landscape Architect**or Applicant**</b>		
j	<b>Containing :</b>		
	Preparer Information		
k	Project Name or Title of Project		
l	Date, True North, Legend		
m	Vicinity map		
n	Scale (not less than 1" = 200')		
o	Existing Contours (5' intervals of areas to be developed)		

p	Grading Plan (5' intervals)		
q	Location of Class 2 Wetlands (delineated by wetland specialist if located within 500 feet of existing and/or proposed land development/building envelopes)*		
r	Location of Water Resource (field verified by licensed professional) & Flood Hazard Overlay Districts*		
s	Location of Slopes 25% or Greater & Ledge Outcroppings, indication of total area of disturbance (square feet) conforming to Section 3210.A-D*		
t	Existing Designated Open Space & Conserved Lands		
u	Zoning District Boundaries		
v	Form Based Code Overlay Transects, if applicable		
w	Existing Property Boundaries with Dimensions		
x	Building Envelope Location & Dimensions		
w	Existing & Proposed Structures		
z	Existing & Proposed Rights of Way & Easements with Dimensions		
aa	Existing & Proposed Driveways, Private Roads & Public Roads		
bb	Existing & Proposed Wastewater Disposal Systems & Drilled/Shallow Wells		
cc	Wellhead Protection Areas		
dd	<b>Other items requested by the DRB necessary to make an informed decision</b>		

\*\* If sufficient enough to meet standards.